



CANNON BUILDING  
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STATE OF DELAWARE  
**BOARD OF ARCHITECTS**

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## CONSTRUCTION CONTRACT ADMINISTRATION SERVICES PROVIDER CHANGE

### INSTRUCTIONS

The Delaware Board of Architects requires this form to be filed with the Board and with the building official within 30 days of the start of construction when the registered architect who seals the technical submissions (designs, drawings, specifications, studies or other technical reports) submitted to obtain a building permit has *not* been employed to provide "construction contract administrative services" for the project. The building official is the person appointed by the municipality or state subdivision that has jurisdiction over the project. See [24 Del. C. §303\(c\)\(2\)](#).

"Construction Contract Administration Services" means providing at least the following services:

- Visiting the construction site on a regular basis as needed to determine that the work is proceeding generally in accordance with the technical submissions submitted to the building official when the building permit was issued
- Processing shop drawings, samples, and other submittals required of the contractor by the terms of construction contract documents
- Notifying an owner and the building official of any of the following:
  - any code violations
  - changes which affect code compliance
  - use of any materials, assemblies, components or equipment prohibited by a code
  - major or substantial changes between such technical submissions and the work in progress
  - any deviation from the technical submissions which he/she observes while performing his/her duties and which he/she identifies as a hazard to the public.

An architect who fails to file the required notice on this form is subject to discipline. The form is available on the Board's website at [Forms](#).

1. Enter the following information about the Project

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Enter the names and addresses of the following Project Owner(s):

Record Owner(s): \_\_\_\_\_

\_\_\_\_\_

Mortgage Holder(s): \_\_\_\_\_

\_\_\_\_\_

All Holder(s) of 10% Equity Interest: \_\_\_\_\_

\_\_\_\_\_

Lessee(s) with 10-Year Lease Term: \_\_\_\_\_

\_\_\_\_\_

3. Enter the following information about the Delaware-licensed Architect or Engineer employed to furnish Construction Contract Administration Services:

Name and Address: \_\_\_\_\_  
\_\_\_\_\_

DE license #: \_\_\_\_\_

Do you believe that **no** licensed Architect or Engineer has been employed to furnish Construction Contract Administration Services for this project? Yes ☐ No ☐

4. Enter the following information about the Delaware-licensed Architect who sealed the technical submissions:

Name and Address: \_\_\_\_\_  
\_\_\_\_\_

DE License #: \_\_\_\_\_

I am submitting this report as required by [24 Del. C. §303\(c\)\(2\)](#).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_